LiveMeeting Set-Up

1

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LIVEMEETING
NDE IT SUPPORT STAFF

Introduction

Internal NDE staff who wish to participate in LiveMeetings as Attendees, Organizers or Presenters, must have the following items downloaded by NDE IT Staff. The request must be submitted in Track-it. Links to the following downloads are located on the Bighorn main page.

The following slides will provide steps on how to install LiveMeeting Client and its components.

Attendee Only	Organizers and Presenters
LiveMeeting Client	LiveMeeting Client
Webcam (optional)	Webcam
	Microsoft Conf Add-in
	Configure Outlook Add-in

LiveMeeting Client Install

3

Attendees, Organizers and Presenters

LiveMeeting Client Install

Click the 'Workstation LiveMeeting Client' link, on the main Bighorn page.

Security Warning

Click 'Run' when the File Download window is displayed.
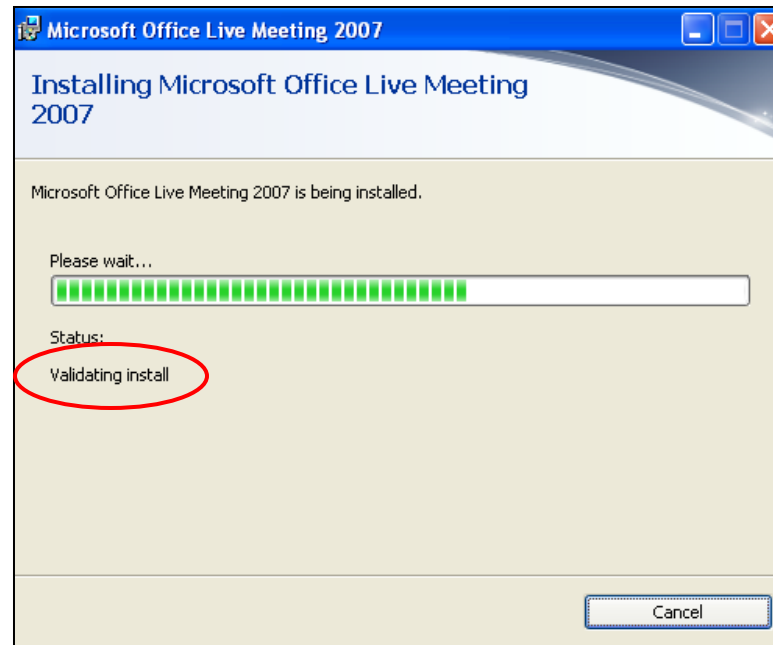
Security Warning

Click the 'Run' to run the software.

Validating Install

The image to the right will be displayed as the install is being validated.

When the verification process is complete, this window will disappear without notification.

Microsoft Conferencing Add-In

8

Organizers and Presenters

Install Conference Add-In

Click the 'MS Outlook 2007 Conference Add-in' link on the main Bighorn page.

Internet Security Warning

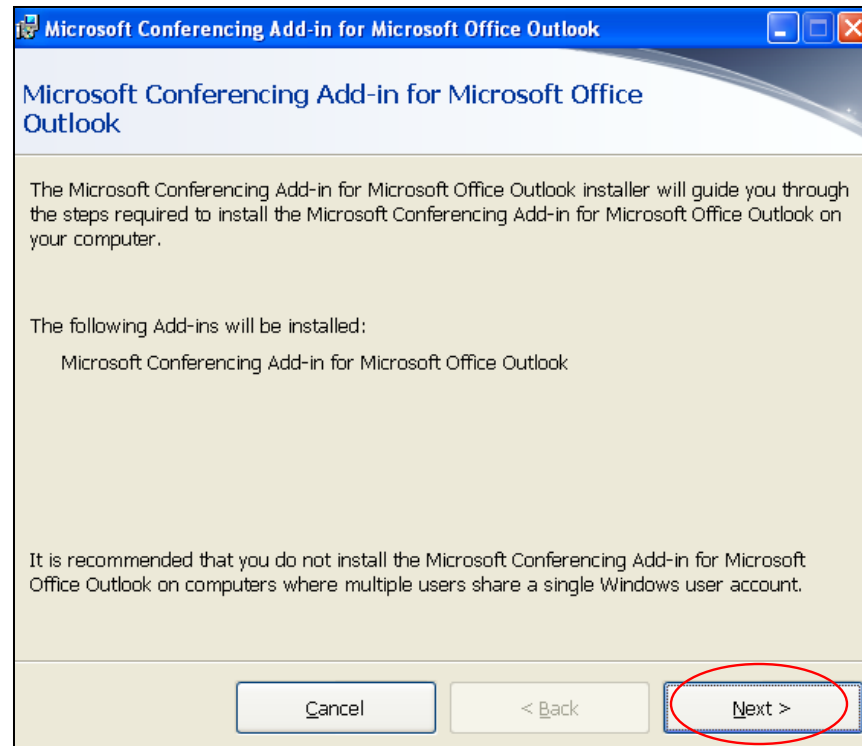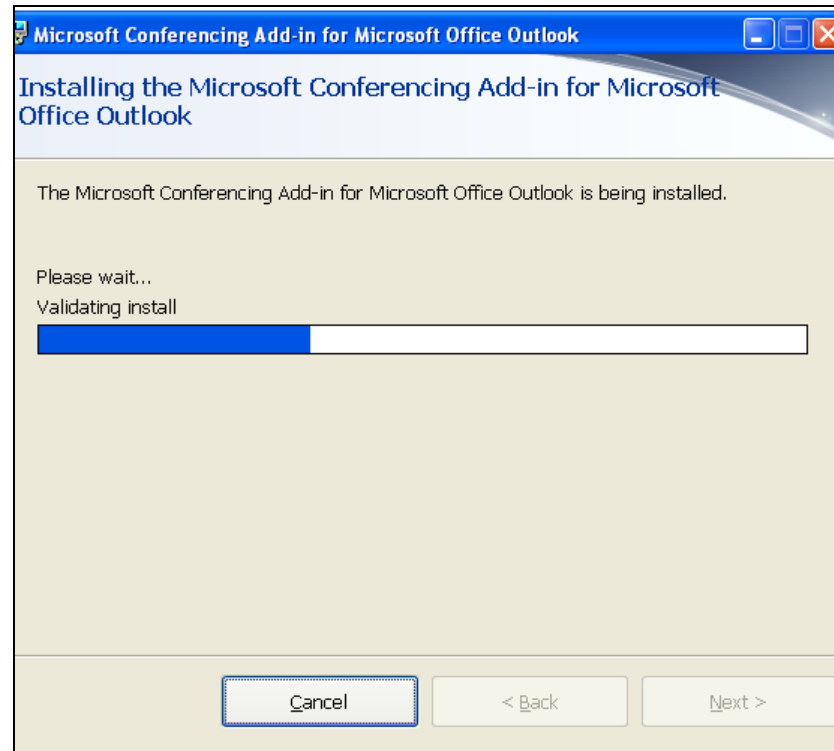Click the 'Run' button when asked to run this software.
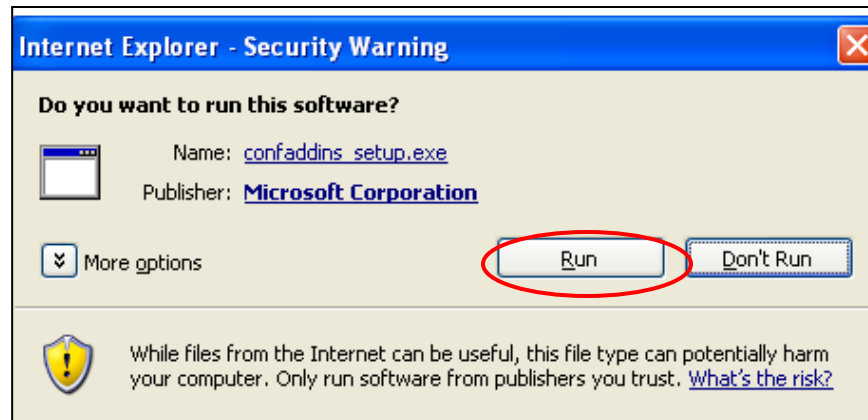
Conferencing Add-in

Click 'Next' when the Conferencing Add-in window is displayed.
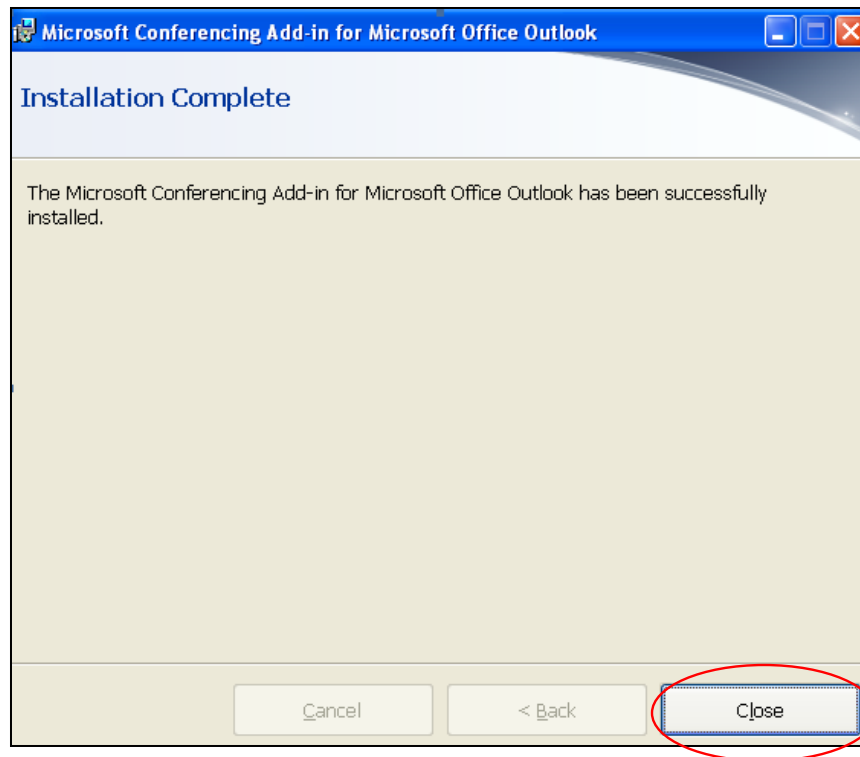
Conference Add-in

As the Add-in is being installed, the blue progress bar will display the status of the install validation.

Installation Complete

When the Installation Complete window is displayed, click 'Close'.

Add-in Installation has completed.
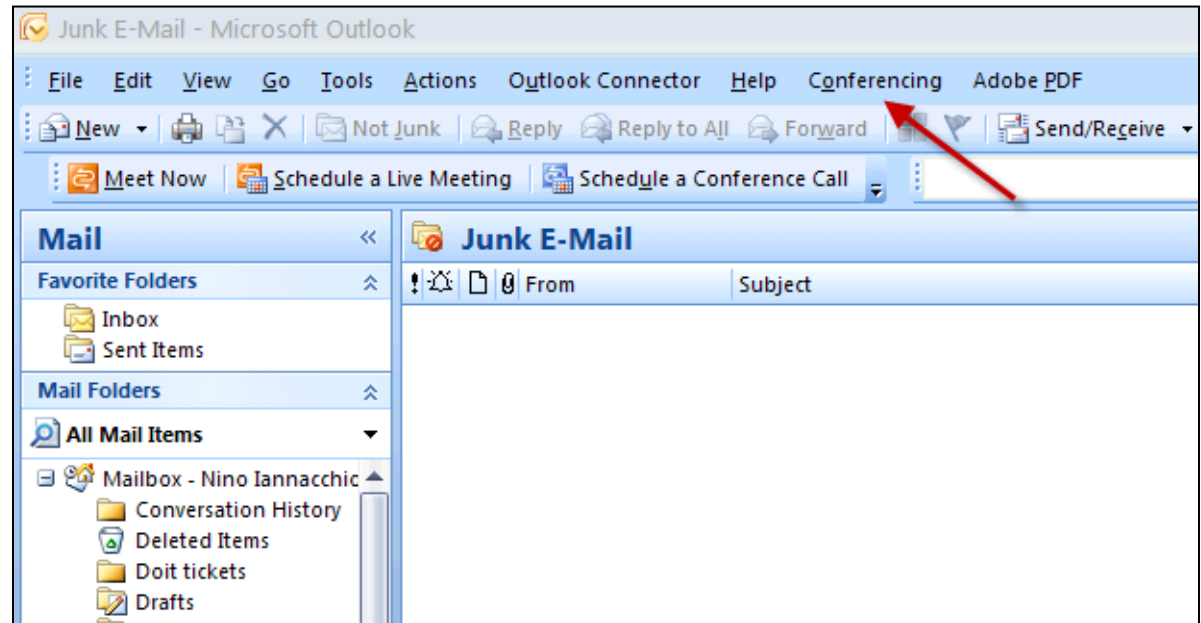
Configure Outlook Add-In

14

Organizers and Presenters

Outlook

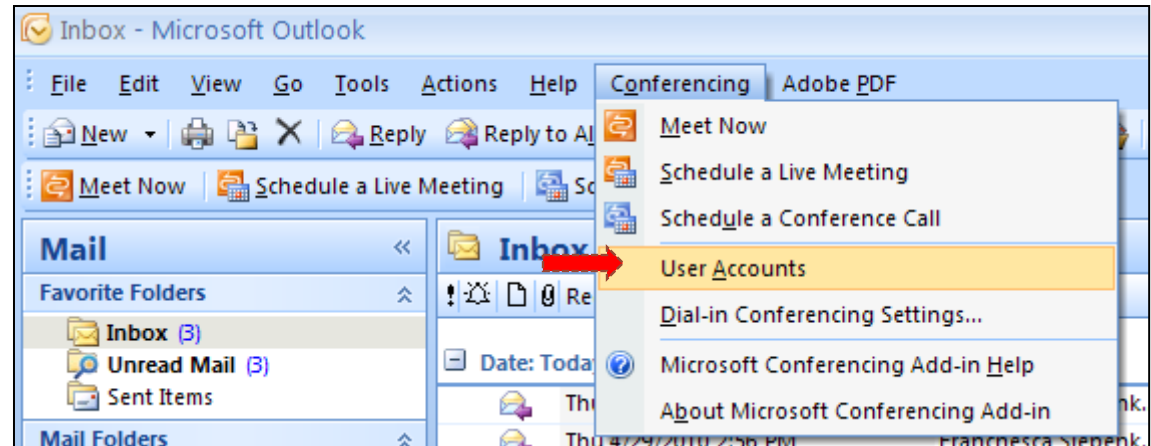To Schedule meetings, install the Conferencing Add-in for Outlook and then configure it as follows.

Open ' Microsoft Outlook'

Click 'Conferencing'

User Accounts

Select 'User Accounts' from the drop down list.

User Accounts

Click the 'Advanced' button.
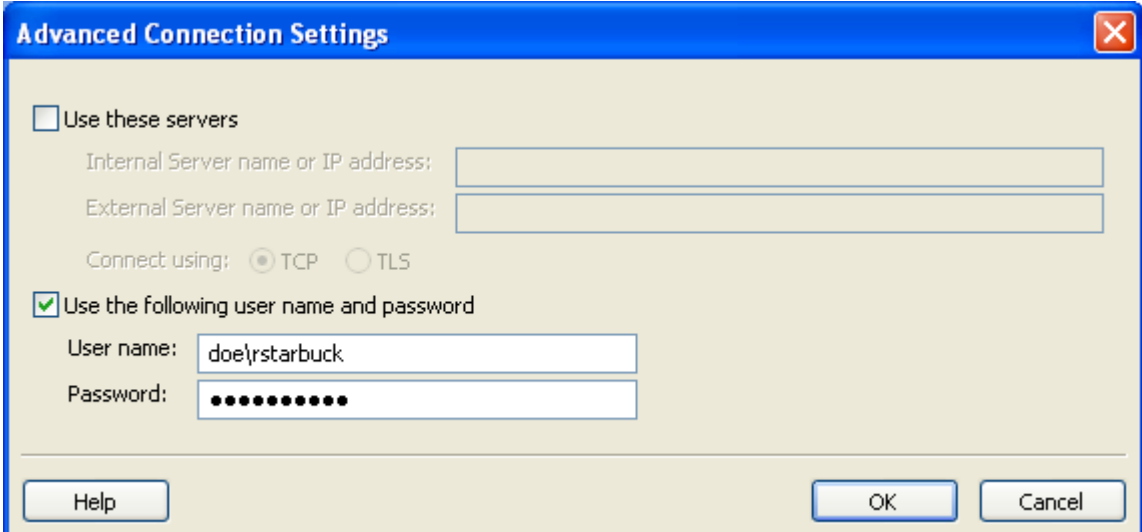
Username

Enter the user name.

Enter the Password.

Click 'Ok'

Advanced Connection Settings

☐ Use these servers

Internal Server name or IP address:

External Server name or IP address:

Connect using: ● TCP   ○ TLS

☑ Use the following user name and password

User name: doe\rstarbuck

Password: •••••••••

Help   OK   Cancel

Test Connection

Click the 'Test Connection' button.

Successful Login

In the confirmation dialog box, click 'OK'.

Configuration is complete.